



॥ वसुधैव कुटुम्बकम् ॥

SYMBIOSIS

# Symbiosis College of Arts and Commerce

(An Autonomous College Affiliated to University of Pune)

Subject code	Semester	I	II	III	IV	V	VI	M.A.	I	II	III	IV
Title of Subject		<b>HUMAN RESOURCE MANAGEMENT</b>										
(For M.A. Part-I I as per the approval of BOS)												
Objectives	To acquaint the students with: 1. Nature and Scope of HRM 2. Significance and methods of training and development 3. Industrial relations and strategic HR											
<b>Detailed syllabus</b>												
Unit	Contents of the syllabus											Number of Lectures
1	<b>INTRODUCTION TO HUMAN RESOURCE MANAGEMENT</b> 1.1. Nature, Scope and Context of HRM 1.2. HR Challenges in Global and Indian Scenario 1.3. HR for Corporate Excellence 1.4. Contemporary Issues in HR, International HR, e-HR											15
2	<b>DEVELOPMENT OF HUMAN RESOURCE</b> 2.1. Training: Assessing training needs, development and evaluation of training programmes 2.2. Training Methods: Classroom instructions, On-the-job training, apprenticeship, business games and in-basket training 2.3. Career development and planning, succession planning. 2.4. Buying, borrowing and building talent											15
3	<b>IMPLEMENTING HR</b> 3.1. Impact of Attitudes: OCB job satisfaction, Employee Engagement, job involvement. 3.2. Ethical Issues in HRM 3.3. Knowledge Management and HR: Meaning and need, knowledge management process, Knowledge management deficits, 3.4. Human Resource Information System (HRIS): Uses, major function, steps in implementing HRIS, evaluation of HRIS.											15
4	<b>INDUSTRIAL RELATIONS AND STRATEGIC HR</b> 4.1. Industrial Relation: Labour relation, trade unions, resolving disputes 4.2. Collective Bargaining 4.3. HR Audit: Concept and Methodology of HR Audit 4.4. Strategic HR and HR Score card <b>4.5 Labour Act MRTU &amp; PULP</b>											15
Total Number of Lectures											60	



*Anil*

**Suggested Reference Books:**

1. K. Ashwathapa (2008). Human Resource Management. 5th edition, New Delhi: Tata McGraw-Hill
2. Pattanayak B. (2005) Human Resource Management. 3rd Edn. N.D. Prentice Hall
3. Pareek U. and Rao T.V. (2003) Designing and Managing Human Resource System. N.D. Oxford and IBH
4. Noe, R.A.; Hollenbeck, J. R.; Gerhart, B. & Wright, P.M. (2006). Human Resource Management. N.D.: Tata Mc-Graw Hill
5. Dessler, G. (2008). Human resource management, 10th ed. N.D.: Dorling Kindersley India Pvt. Ltd.
6. Cascio, W.F. (2006). 7th ed. Managing human resources: Productivity, quality of work life, profits. N.D.: Tata Mc-Graw-Hill
7. Robbins, S.P.; Judge, T.A.; & Sanghi, A. (2009). Organizational behaviour. N.D.: Pearson Prentice Hall.
8. Decenzo, D.A. and Robbins, S.P. (1988). Personnel / human resource management. (3rd ed.). Prentice Hall 19
9. Rao T.V. (1999). HR Audit: Evaluating the human resource functions for business improvement. N.D. : Response Books [A Division of SAGE Pub.]
10. Beardwell I. & Holden L.(1998) Human resource management: A contemporary perspective. New Delhi. Macmillan India Ltd.
11. Rao V.S.P. & Narayana P.S. (1995) Organizational theory and behaviour 2 nd ed. New Delhi Konark Publication Pvt. Ltd.
12. Schultz, D. and Schultz, S. E. (2006). Psychology and work today. 8th ed. N.D.: Pearson Edu.
13. French, W.L.; Bell, C.H.; & Zawacki, R.A. (2006). Organization development and transformation: Managing effective change. Delhi: Tata Mc-Graw Hill.
14. Cascio, W.F. (2006). 7th ed. Managing human resources: Productivity, quality of work life, profits. N.D.: Tata Mc-Graw-Hill
15. Ivancevich, J.M.; Konopaske, R. & Matteson, M.T. (2005). Organizational behaviour and management. Delhi: Tata Mc-Graw Hill.

